

**DEPARTMENT OF HEALTH SERVICES**

714 P Street, Room 1640  
P.O. Box 942732  
Sacramento, CA 94234-7320  
(916) 657-1460



September 26, 2001

**PPL 01-013**

TO: All Local Governmental Agencies (LGAs)  
Targeted Case Management (TCM) Coordinators

**SUBJECT:** FY 2000/2001 TCM Cost Report Due November 1, 2001

The purpose of this transmittal is to inform each LGA that the TCM Cost Report for FY 2000/2001 must be sent to DHS no later than November 1, 2001. Each LGA participating in the TCM program is required to submit a Cost Report identifying the prior year costs of providing TCM services. This TCM Cost Report will be used by DHS to establish the TCM rate for FY 2001/2002. TCM Cost Reports with an official post office postmark, a FedEx date, or a UPS date of November 1, 2001, will be accepted.

It is essential that all LGA programs providing TCM services within a specific program area be consolidated into a single Cost Report. A single Cost Report must be submitted to DHS for each program area set forth in the State Plan for which the LGA is participating. The six program areas in the State Plan are Public Health, Outpatient Clinics, Public Guardian, Linkages, Adult Probation, and Community. Failure to submit the TCM Cost Report by the due date will jeopardize TCM reimbursement for the entire FY. Please send the completed Cost Report packages to:

Department of Health Services  
Administrative Claiming Policy and Systems Unit  
714 P Street, Room 1640  
P.O. Box 942732  
Sacramento, CA 94234-7320

If you have any questions, please contact Elizabeth Touhey, Chief of the Administrative Claiming Policy and Systems Unit at (916) 657-0716, or by e-mail at [Etouhey@dhs.ca.gov](mailto:Etouhey@dhs.ca.gov).

Sincerely,

**Original signed by P. Morrison**

Patricia L. Morrison, Chief  
Administrative Claiming and  
Support Section

cc: See Next Page

cc: Linda Minamoto  
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